

BUDGET MESSAGE

As I wrote last year, the goal of any school budget is to carefully plan how we use tax payers resources to maximize opportunities and learning for students. The challenge is to do the very best for our children while at the same time creating an economic road map that is sustainable into the foreseeable future. A budget that is too conservative denies student opportunities. A budget that is more expansive than can be supported by revenue will within a few years lead to the inability to deal with unplanned contingencies and/or disastrous cuts to student services. This budget seeks the balance between optimal student service and financial responsibility.

The district faces a couple of challenges in this year's budget. The first has to do with revenue. Our income primarily comes from the Oregon State School Fund Grant. Dollars are appropriated based on student population. For the last several years Morrow County School District has benefitted economically from slow, steady growth. Student population growth has (we hope temporarily) stopped. I reported to the board a couple of months ago that population had been flat over the last two years. Our income however, is computed on ADM (average daily membership.) One ADM means one student enrolled for the entire school year. Students that are not enrolled for the full year or come and go during the year are counted as a fraction of an ADM. When I examine this measure we have lost 15 students over the last two years. We have also lost ELL weighting (additional financial support for English Language Learners) for over 200 students in the last couple of years, mostly due to changes in government regulations.

It is true, that revenue losses have been offset by increases to the per pupil grant by the Oregon Legislature. But we also must deal with inflating labor costs as well as increases in utilities and student transportation. The net result is that we are challenged to do all that we desire for our children.

In the last few budget years MCSD has added new facilities, two new Agriculture programs, elementary specialists, English Language development classes, a five year staff development program, a document

cameras in the classroom initiative, counselors, and student accountability programs.

The district has maintained full day kindergarten (even though the state only compensates for ½ day) and athletics including junior high and minor sports. We have made one personnel adjustment in this budget. Elementary counselors, PE and music specialists are budgeted by community, one each for Boardman and Irrigon, ½ each for Heppner. Class size will remain small. District wide, across all grades student to class room teacher ratio is 21 to 1. The student/staff ratio including licensed specialists, building administrators, and teaching assistants is 11 to 1 in our secondary schools and 9 to 1 in our elementary schools.

The second challenge MCSD faces is our aging buildings and infrastructure. The board recently reviewed needs and determined that there are several large, necessary maintenance projects that may exceed the maintenance budget by as much as \$2 million dollars over the next few years. The largest is a complete replacement of a failing HVAC system at Riverside. The board is evaluating options as we prepare this budget. One option is to borrow the necessary money. Supplemental budget information will be provided at the first budget meeting should the board elect to pursue this action. This budget document illustrates another option. The district "borrows the money from itself." Contingency and ending fund balance are reduced by one time spending to \$750,000. One million dollars is made available to our 250 building fund from dollars residing in "transfers" and another non general fund account. This option is attractive because the large projects and payment for them will be spread out over the next couple of years. Although our contingency money is lower than normal, we will have the unspent portion of the building fund available. If a need for a larger contingency arose, maintenance projects could be delayed.

In summary this budget deals with two challenging issues, revenue and long term maintenance, but continues to provide resources for the highest level of educational service we can afford for our children.

EXHIBIT 20

Oregon Revised Statute 279C.414

34 of 94 DOCUMENTS

OREGON REVISED STATUTES

*** THIS DOCUMENT IS CURRENT THROUGH THE 2007 REGULAR SESSION ***

*** OF THE 74TH LEGISLATIVE ASSEMBLY ***

*** ANNOTATIONS CURRENT THROUGH APRIL 9, 2008 ***

TITLE 26. PUBLIC FACILITIES, CONTRACTING AND INSURANCE
CHAPTER 279C. PUBLIC CONTRACTING - PUBLIC IMPROVEMENTS AND RELATED CONTRACTS
PROCUREMENT OF CONSTRUCTION SERVICES
COMPETITIVE PROPOSALS

GO TO OREGON REVISED STATUTES ARCHIVE DIRECTORY

ORS § 279C.414 (2007)

279C.414. Requirements for competitive quotes.

(1) Rules adopted under *ORS 279A.065* to govern competitive quotes shall require the contracting agency to seek at least three informally solicited competitive price quotes from prospective contractors. The contracting agency shall keep a written record of the sources and amounts of the quotes received. If three quotes are not reasonably available, fewer will suffice, but in that event the contracting agency shall make a written record of the effort made to obtain the quotes.

(2) If a contract is to be awarded by competitive quotes, the contracting agency shall award the contract to the prospective contractor whose quote will best serve the interests of the contracting agency, taking into account price as well as any other applicable factors such as, but not limited to, experience, specific expertise, availability, project understanding, contractor capacity and responsibility. If an award is not made to the prospective contractor offering the lowest price quote, the contracting agency shall make a written record of the basis for award.

HISTORY: 2003 c.794 § 133



EXHIBIT 21

47 C.F.R. §54.504
FCC Requests for Services

(d) *Consortia.* (1) For purposes of seeking competitive bids for telecommunications services, schools and libraries eligible for support under this subpart may form consortia with other eligible schools and libraries, with health care providers eligible under subpart G, and with public sector (governmental) entities, including, but not limited to, state colleges and state universities, state educational broadcasters, counties, and municipalities, when ordering telecommunications and other supported services under this subpart. With one exception, eligible schools and libraries participating in consortia with ineligible private sector members shall not be eligible for discounts for interstate services under this subpart. A consortium may include ineligible private sector entities if the pre-discount prices of any services that such consortium receives from ILECs are generally tariffed rates.

(2) For consortia, discounts under this subpart shall apply only to the portion of eligible telecommunications and other supported services used by eligible schools and libraries.

(3) Service providers shall keep and retain records of rates charged to and discounts allowed for eligible schools and libraries—on their own or as part of a consortium. Such records shall be available for public inspection.

[62 FR 32948, June 17, 1997, as amended at 63 FR 2129, Jan. 13, 1998; 68 FR 36942, June 20, 2003]

§ 54.502 Supported telecommunications services.

For purposes of this subpart, supported telecommunications services provided by telecommunications carriers include all commercially available telecommunications services in addition to all reasonable charges that are incurred by taking such services, such as state and federal taxes. Charges for termination liability, penalty surcharges, and other charges not included in the cost of taking such service shall not be covered by the universal service support mechanisms.

[63 FR 2129, Jan. 13, 1998]

§ 54.503 Other supported special services.

For the purposes of this subpart, other supported special services provided by telecommunications carriers include voice mail, interconnected voice over Internet protocol (VoIP), text messaging, Internet access, and installation and maintenance of internal connections in addition to all reasonable charges that are incurred by taking such services, such as state and federal taxes. Charges for termination liability, penalty surcharges, and other charges not included in the cost of taking such services shall not be covered by the universal service support mechanisms.

[75 FR 17589, Apr. 7, 2010]

§ 54.504 Requests for services.

(a) *Competitive bid requirements.* Except as provided in § 54.511(c), an eligible school, library, or consortium that includes an eligible school or library shall seek competitive bids, pursuant to the requirements established in this subpart, for all services eligible for support under §§ 54.502 and 54.503. These competitive bid requirements apply in addition to state and local competitive bid requirements and are not intended to preempt such state or local requirements.

(b) *Posting of FCC Form 470.* (1) An eligible school, library, or consortium that includes an eligible school or library seeking to receive discounts for eligible services under this subpart, shall submit a completed FCC Form 470 to the Administrator. FCC Form 470 shall include, at a minimum, the following information, to the extent applicable with respect to the services requested:

(i) The computer equipment currently available or budgeted for purchase for the current, next, or other future academic years, as well as whether the computers have modems and, if so, what speed modems;

(ii) The internal connections, if any, that the school or library has in place or has budgeted to install in the current, next, or future academic years, or any specific plans for an organized voluntary effort to connect the classrooms;

(iii) The computer software necessary to communicate with other computers over an internal network and over the public telecommunications network currently available or budgeted for purchase for the current, next, or future academic years;

(iv) The experience of, and training received by, the relevant staff in the use of the equipment to be connected to the telecommunications network and training programs for which funds are committed for the current, next, or future academic years;

(v) Existing or budgeted maintenance contracts to maintain computers; and

(vi) The capacity of the school's or library's electrical system in terms of how many computers can be operated simultaneously without creating a fire hazard.

(2) FCC Form 470 shall be signed by the person authorized to order telecommunications and other supported services for the eligible school, library, or consortium and shall include that person's certification under oath that:

(i) The schools meet the statutory definition of elementary and secondary schools found under section 254(h) of the Act, as amended in the No Child Left Behind Act of 2001, 20 U.S.C. 7801(18) and (38), do not operate as for-profit businesses, and do not have endowments exceeding \$50 million;

(ii) The libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to, elementary and secondary schools, colleges, and universities).

(iii) All of the individual schools, libraries, and library consortia receiving services are covered by:

(A) Individual technology plans for using the services requested in the application; and/or

(B) Higher-level technology plans for using the services requested in the application; or

(C) No technology plan needed because application requests basic local and/or long distance service and/or voicemail only.

(iv) The technology plan(s) has/have been approved by a state or other authorized body; the technology plan(s) will be approved by a state or other authorized body; or no technology plan needed because the applicant is applying for voice mail, interconnected voice over Internet protocol (VoIP), or basic local, cellular, PCS, or long distance telephone service only.

(v) The services the applicant purchases at discounts will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.

(vi) Support under this support mechanism is conditional upon the school(s) and library(ies) securing access to all of the resources, including computers, training, software, maintenance, internal connections, and electrical connections necessary to use the services purchased effectively.

(vii) All bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology plan goals.

(3) The Administrator shall post each FCC Form 470 that it receives from an eligible school, library, or consortium that includes an eligible school or library on its website designated for this purpose.

(4) After posting on the Administrator's website an eligible school's, library's, or consortium's FCC Form 470, the Administrator shall send confirmation of the posting to the entity requesting service. That entity shall then wait at least four weeks from the date on which its description of services is posted on the Administrator's website before making commitments with the selected providers of services. The confirmation from the Administrator shall include the date after which the requestor may sign a contract with its chosen provider(s).

(c) *Filing of FCC Form 471.* An eligible school, library, or consortium that includes an eligible school or library seeking to receive discounts for eligible services under this subpart, shall, upon signing a contract for eligible

services, submit a completed FCC Form 471 to the Administrator. A commitment of support is contingent upon the filing of FCC Form 471.

(1) FCC Form 471 shall be signed by the person authorized to order telecommunications and other supported services for the eligible school, library, or consortium and shall include that person's certification under oath that:

(i) The schools meet the statutory definition of elementary and secondary schools found under section 254(h) of the Act, as amended in the No Child Left Behind Act of 2001, 20 U.S.C. 7801(18) and (38), do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

(ii) The libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to, elementary and secondary schools, colleges, and universities).

(iii) The entities listed on the FCC Form 471 application have secured access to all of the resources, including computers, training, software, maintenance, internal connections, and electrical connections, necessary to make effective use of the services purchased, as well as to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. The billed entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

(iv) All of the schools and libraries listed on the FCC Form 471 application are covered by:

(A) An individual technology plan for using the services requested in the application; and/or

(B) Higher-level technology plan(s) for using the services requested in the FCC Form 471 application; or

(C) No technology plan needed; applying for basic local and long distance telephone service only.

(v) Status of technology plan(s) has/have been approved; will be approved by a state or other authorized body; or no technology plan is needed because applicant is applying for basic local,

cellular, PCS, and/or long distance telephone service and/or voicemail only.

(vi) The entities listed on the FCC Form 471 application have complied with all applicable state and local laws regarding procurement of services for which support is being sought.

(vii) The services the applicant purchases at discounts will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.

(viii) The entities listed in the application have complied with all program rules and acknowledge that failure to do so may result in denial of discount funding and/or recovery of funding.

(ix) The applicant understands that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

(x) The applicant recognizes that it may be audited pursuant to its application, that it will retain for five years any and all worksheets and other records relied upon to fill out its application, and that, if audited, it will make such records available to the Administrator.

(xi) All bids submitted were carefully considered and the most cost-effective bid for services or equipment was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology plan goals.

(2) [Reserved]

(d) *Mixed eligibility requests.* If 30 percent or more of a request for discounts made in an FCC Form 471 is for ineligible services, the request shall be denied in its entirety.

(e) *Rate disputes.* Schools, libraries, and consortia including those entities, and service providers may have recourse to the Commission, regarding interstate rates, and to state commissions, regarding intrastate rates, if they reasonably believe that the lowest corresponding price is unfairly high or low.

(1) Schools, libraries, and consortia including those entities may request

lower rates if the rate offered by the carrier does not represent the lowest corresponding price.

(2) Service providers may request higher rates if they can show that the lowest corresponding price is not compensatory, because the relevant school, library, or consortium including those entities is not similarly situated to and subscribing to a similar set of services to the customer paying the lowest corresponding price.

(f) *Service substitution.* (1) The Administrator shall grant a request by an applicant to substitute a service or product for one identified on its FCC Form 471 where:

(i) The service or product has the same functionality;

(ii) The substitution does not violate any contract provisions or state or local procurement laws;

(iii) The substitution does not result in an increase in the percentage of ineligible services or functions; and

(iv) The applicant certifies that the requested change is within the scope of the controlling FCC Form 470, including any associated Requests for Proposal, for the original services.

(2) In the event that a service substitution results in a change in the pre-discount price for the supported service, support shall be based on the lower of either the pre-discount price of the service for which support was originally requested or the pre-discount price of the new, substituted service.

(3) For purposes of this rule, the broad categories of eligible services (telecommunications service, Internet access, and internal connections) are not deemed to have the same functionality with one another.

(g) *Mixed eligibility services.* A request for discounts for a product or service that includes both eligible and ineligible components must allocate the cost of the contract to eligible and ineligible components.

(1) *Ineligible components.* If a product or service contains ineligible components, costs must be allocated to the extent that a clear delineation can be made between the eligible and ineligible components. The delineation must have a tangible basis, and the price for the eligible portion must be

the most cost-effective means of receiving the eligible service.

(2) *Ancillary ineligible components.* If a product or service contains ineligible components that are ancillary to the eligible components, and the product or service is the most cost-effective means of receiving the eligible component functionality, without regard to the value of the ineligible component, costs need not be allocated between the eligible and ineligible components. Discounts shall be provided on the full cost of the product or service. An ineligible component is "ancillary" if a price for the ineligible component cannot be determined separately and independently from the price of the eligible components, and the specific package remains the most cost-effective means of receiving the eligible services, without regard to the value of the ineligible functionality.

(3) The Administrator shall utilize the cost allocation requirements of this subparagraph in evaluating mixed eligibility requests under § 54.504(d)(1).

(h) *Filing of FCC Form 473.* All service providers eligible to provide telecommunications and other supported services under this subpart shall submit annually a completed FCC Form 473 to the Administrator. FCC Form 473 shall be signed by an authorized person and shall include that person's certification under oath that:

(1) The prices in any offer that this service provider makes pursuant to the schools and libraries universal service support program have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to those prices, the intention to submit an offer, or the methods or factors used to calculate the prices offered;

(2) The prices in any offer that this service provider makes pursuant to the schools and libraries universal service support program will not be knowingly disclosed by this service provider, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt will be made by this service provider to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

[62 FR 32948, June 17, 1997, as amended at 62 FR 41304, Aug. 1, 1997; 63 FR 2129, Jan. 13, 1998; 63 FR 70572, Dec. 21, 1998; 68 FR 36942, June 20, 2003; 69 FR 6190, Feb. 10, 2004, 69 FR 55109, Sept. 13, 2004; 69 FR 59145, Oct. 4, 2004; 75 FR 17589, Apr. 7, 2010]

§ 54.505 Discounts.

(a) *Discount mechanism.* Discounts for eligible schools and libraries shall be set as a percentage discount from the pre-discount price.

(b) *Discount percentages.* The discounts available to eligible schools and libraries shall range from 20 percent to 90 percent of the pre-discount price for all eligible services provided by eligible providers, as defined in this subpart. The discounts available to a particular school, library, or consortium of only such entities shall be determined by indicators of poverty and high cost.

(1) For schools and school districts, the level of poverty shall be measured by the percentage of their student enrollment that is eligible for a free or reduced price lunch under the national school lunch program or a federally-approved alternative mechanism. School districts applying for eligible services on behalf of their individual schools may calculate the district-wide percentage of eligible students using a weighted average. For example, a school district would divide the total number of students in the district eligible for the national school lunch program by the total number of students in the district to compute the district-wide percentage of eligible students. Alternatively, the district could apply on behalf of individual schools and use the respective percentage discounts for which the individual schools are eligible.

(2) For libraries and library consortia, the level of poverty shall be based on the percentage of the student enrollment that is eligible for a free or reduced price lunch under the national school lunch program or a federally-approved alternative mechanism in the public school district in which they are located. If the library is not in a school

district then its level of poverty shall be based on an average of the percentage of students eligible for the national school lunch program in each of the school districts that children living in the library's location attend. Library systems applying for discounted services on behalf of their individual branches shall calculate the system-wide percentage of eligible families using an unweighted average based on the percentage of the student enrollment that is eligible for a free or reduced price lunch under the national school lunch program in the public school district in which they are located for each of their branches or facilities.

(3) The Administrator shall classify schools and libraries as "urban" or "rural" based on location in an urban or rural area, according to the following designations.

(i) Schools and libraries located in metropolitan counties, as measured by the Office of Management and Budget's Metropolitan Statistical Area method, shall be designated as urban, except for those schools and libraries located within metropolitan counties identified by census block or tract in the Goldsmith Modification.

(ii) Schools and libraries located in non-metropolitan counties, as measured by the Office of Management and Budget's Metropolitan Statistical Area method, shall be designated as rural. Schools and libraries located in rural areas within metropolitan counties identified by census block or tract in the Goldsmith Modification shall also be designated as rural.

(4) School districts, library systems, or other billed entities shall calculate discounts on supported services described in § 54.502 or other supported special services described in § 54.503 that are shared by two or more of their schools, libraries, or consortia members by calculating an average based on the applicable discounts of all member schools and libraries. School districts, library systems, or other billed entities shall ensure that, for each year in which an eligible school or library is included for purposes of calculating the aggregate discount rate, that eligible school or library shall receive a proportionate share of the shared services for



EXHIBIT 22

**Letter from N. Arbogast to J. Ashbeck
May 9, 1996**

1904 H Avenue, I-5
La Grande, OR 97850
May 9, 1996

Julie Ashbeck, Personnel
Morrow County School District
P.O. Box 368
Lexington, OR 97839

Dear Ms. Ashbeck:

I am writing this letter to express my interest in the advertised "Computer Technician/Software Specialist" position that you have advertised. I have enclosed a copy of my resume which highlights my previous education and work experience within the computer field.

While my formal education at both Portland State University and Eastern Oregon State College was in Business and Education, a large percentage of my time was also spent in course work either directly or non-directly related to Computer Technology and Network Information Processing. Coming out of these institutions with the training I received, I decided to enter the work force within the educational arena. This led me into a student teaching position at La Grande High School. After completing a short four month program, during which time I received my minor from EO SC, the High School immediately offered me a full time teaching contract. Duties this past year have included Keyboarding and Computer Application instruction and complete administration of the High School's NT Lab. This has included purchasing and installation of equipment, troubleshooting and repair, administration of a file-server system and workstation adaptation with various operating systems.

During the last two years, I have also been operating a part-time business doing consultation, adult instruction, and hardware/software/network installation and sales. This last year Arbogast Business Services had sales of near \$50,000. At the present pace this year that figure is expected to double.

The reason I mention all this is that I have come to the conclusion that dividing my interests between two careers is not in the best interest of either myself or my employers. The position you are currently offering would allow me to devote all my energy into the one area that I really enjoy -- namely support and maintenance of technology equipment.

If chosen for this position, I would work very hard to set up and maintain high quality networks and labs for your students and teachers. I would commit to researching, testing, and installing the best possible software available. And I would instruct faculty and staff on how to use their equipment to its fullest potential.

Sincerely,

Nate Arbogast

Nate Arbogast

#1

EXHIBIT 23

Nate Arbogast Employment Contract

*Morrow County School District*CHARLES D. STARR
SuperintendentP. O. Box 368
LEXINGTON, OREGON 97839

Telephone: (541) 989-8202

Fax: (541) 989-8470

SHIRLEY LANDAUER
Business Manager/Deputy ClerkJULIE ASHBECK
Administrative Secretary**COMPUTER TECHNICIAN/SOFTWARE SPECIALIST**Conditions of Contract:

It is hereby agreed between the District School Board District No. 1, Morrow County, State of Oregon, and the undersigned computer technician that:

1. The computer technician shall perform assigned duties in the schools of the school district for the period indicated below.
2. As a condition precedent to any obligation of the school district to pay for or accept the services of the technician, the technician shall make the required reports and possess the qualifications required by law.
3. For such services, lawfully and properly performed, the school district shall pay the computer technician, pursuant to the school district's payment plan, at the time specified herein, the amount that may be due according to this contract.
4. This contract is subject to the laws of the State of Oregon, the duly adopted rules of the School District, and the State Board of Education.
5. This contract is also subject to the limitations imposed by the provisions of the local budget law.
6. Resignations after July 1 shall be considered a breach of contract.
7. The Board reserves the right to bring action for a resignation after that date.
8. Payment of the salary stated in this contract and the obligation of the school district thereunder is subject to the availability of funds.

Name of Employee Nate Arbogast SSN 543-86-1537Address 1904 H Avenue, Suite I-5 City, State, Zip LaGrande, OR 97850Contract period 225 days Employment to begin 7/1/96Salary \$40,000 ~~Plus~~ 6% PERS contribution paid by the DistrictInsurance BC/BS health, plus dental, vision for familySick Leave 12 personal + 3 family Holidays 11 paid holidays (contract attached)Travel auto furnished as needed Tuition Reimbursement n/a

Type of Certificate Held (if applicable) _____

Date of Issue _____ Expiration Date _____

Vacation 12 days per year for employees working 5 years or less (18 days over 6 years)

Morrow County schools, in partnership with families and communities, provide each student the opportunity to develop values, knowledge, skills and self-confidence to become life-long learners and responsible citizens.

Computer Technician
Contract
Page 2

This contract is for one year and subject to annual renewal by the Board each January.

This contract shall be executed in duplicate, the original to be filed with the school district Clerk, the duplicate to be retained by the employee.

Nate Aubogast
Signature

Date 6/7/96

Charles D. Strawn
Superintendent Signature

Date 7/10/96

Employment authorized at the school board meeting of June 10, 1996.

Scott Bauska
Scott Bauska, Chairman of the Board

Date ~~6~~ 7/8/96

EXHIBIT 24

96-97 Goals and Criteria Nate Arbogast

96-97 Goals & Criteria

Nate Arbogast

PRIMARY GOALS

- Facilitate & Implement Local Area & Wide Area Networks
- Coordinate & Provide Training for District Software
- Coordinate Installation of All Software
- Promote and Maintain a High Level of Training

CRITERIA

1. Facilitate & Implement Local Area & Wide Area Networks

- ☒ Provide for software & hardware installation of 520 Windows 95 Clients.
- ☒ Coordinate wiring infrastructure for network accessibility with OPTEC & Telco(s).
- ☒ Provide for setup of District Servers with the coordination of T.I.G.
- ☒ Implement software and hardware standards for analyzing and optimizing data traffic patterns
- ☒ Train onsite staff to maintain and upgrade user account information

2. Coordinate & Provide Training for District Software

- ☒ Work closely with site administration to determine the needs of those locations.
- ☒ Develop a core group of Trainers at each site to help assess and develop staff skills.
- ☒ Research the current market conditions in order to assess future systems and training needs.

3. Coordinate Installation of All Software

- ☒ Setup a system for installation of all district software at the D.O. level.
- ☒ Research alternative software packages for both grading and administrative programs.
- ☒ Utilize system servers as is feasible for network setup of software applications.

4. Promote and Maintain a High Level of Training

- ☒ Identify areas of improvement for myself and district staff.
- ☒ Research options for providing the necessary training.
- ☒ Strive to continually improve the knowledge base that provides for the MCSD Network.
- ☒ Maintain a level of professional contact and development with peers in the industry.

Agreed - Charles D. Starr, Supt.
9/25/96

EXHIBIT 25

MCSD Job Description Computer Technician

MORROW COUNTY SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Computer Technician

SUPERVISED BY: Superintendent/Assistant Superintendent

EMPLOYEE ASSOCIATION: Confidential

GENERAL DESCRIPTION OF THE POSITION: As a member of the administrative team, the Computer Technician prepares the technology recommendations for the annual budget, and when approved, coordinates the purchase and installation of wiring, hardware, software, etc.. Provides maintenance and updates on machines, electronics, WAN, and LAN in the seven schools, alternative schools, and the district office. Coordinates and delivers staff training.

ESSENTIAL FUNCTIONS:

1. Negotiates contracts with ESD, OPEN, OTIS, PLATO, utilities, and vendors of equipment and software.
2. Coordinates E-Rate documentation.
3. Prepares district for Y2K ramifications.
4. Is responsible for supervision of computer technology assistant and building level computer trainers.
5. Is responsible for coordination and communication of confidential district information related to staff and students.
6. Assists in the development of policies/procedures regarding technology issues for staff and students.
7. Is responsible for the reliable operation and maintenance of the LANS and WAN.
8. Supervises the planning, development, maintenance, and operation of district computers, and related hardware and software.
9. Researches technologies, industry trends, new developments, and specifications, and makes recommendation for the purchase of workstation equipment, network systems, utilities, and/or software.
10. Assists in the preparation of technology grant applications.
11. Provides liaison with other agencies/organizations involved with MCSD LANS/WAN.